



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
TALENT ACQUISITION AND CAREER SERVICES**

**CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS
WRITTEN EXAMINATION – AUGUST 1 – 7, 2022**

EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS

GENERAL INFORMATION

This orientation packet provides information specific to the 2022 Correctional Administrator, Department of Corrections written examination. You should review this information prior to participating in the examination.

The Correctional Administrator, Department of Corrections examination covers all of the essential knowledges, skills and abilities of the Correctional Administrator, DOC classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. This study guide has been developed to help you respond to job related questions. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- A sample question from the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The Written Examination requires knowledge of principles, techniques, rules, regulations and functions of the California Department of Corrections and Rehabilitation (CDCR). Therefore, it is recommended that you review the most updated CDCR Department Operations Manual (DOM), State of California Code of Regulations, Title 15, and Crime Prevention and Corrections. The written test consists of multiple choice test items designed to assess the critical knowledge, skills and abilities required for successful on-the-job performance in the Correctional Administrator, Department of Corrections classification.

GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL ADMINISTRATOR, DEPARTMENT OF CORRECTIONS EXAMINATION

- Review the Job Analysis for the Correctional Administrator, Department of Corrections classification. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledge, skills and/or abilities for the classification. The job analysis can be found on [CDCR's Job Analysis page](https://www.cdcr.ca.gov/careers/career-opportunities/analysis/) (<https://www.cdcr.ca.gov/careers/career-opportunities/analysis/>). Click on the letter "**C**" and then click on **Correctional Administrator, Department of Corrections**. A hard copy can also be obtained by visiting the Talent Acquisition and Career Services at 1515 "S" Street, Room 101-North, Sacramento.
- Review and study the State Personnel Board (SPB) job specification. This is the legal document for the classification and states how the classification is used in general, identifies the knowledge, skills and/or abilities required and lists any other pertinent classification information. The specification can be found at [CalHR's Job Description search](https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx) (<https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>). Type "Correctional Administrator, Department of Corrections" in the search function and click on **Search**, then click on **View Class Spec**.
- Find out how and where the classification is being used to broaden your understanding of the classification. Talk to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks.
- Acquaint yourself with the State of California Code of Regulations, Title 15, Crime Prevention and Corrections located on [CDCR's Regulations page](https://www.cdcr.ca.gov/regulations/) (<https://www.cdcr.ca.gov/regulations/>). Click on **California Code of Regulations, Title 15, Division 3, Chapter 1**.
- Acquaint yourself with [CDCR's DOM](https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/) (<https://www.cdcr.ca.gov/regulations/adult-operations/dom-toc/>).

WRITTEN EXAMINATION TIPS

- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Do not keep changing your answer; usually your first choice is the right one.
- Do not spend too much time on questions that you are unable to answer.
- Pace yourself. Make sure you allow yourself time to answer all questions.

There are many areas that are covered in this examination. The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Good luck!

SAMPLE QUESTIONS

SEGMENT 1 – POLICIES AND PROCEDURES

The following is a brief description and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledges, skills and abilities indicated on the examination bulletin and job specification.

This test segment is designed to measure your knowledge with departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation covered.

Sample Question #1

An inmate initially placed in an Administration Segregation Unit for investigation into misconduct would be designated at which security level?

- A. Medium A
- B. Close
- C. Maximum
- D. C/C

The correct answer is C.

As described in Title 15, Section 3377.1(a)(1)(A)

Inmate Custody Designations. (2) Designation of a degree of an inmate's custody shall be reasonably related to legitimate penological interest. The CDCR uses the following inmate custody designations to establish where an inmate shall be housed and assigned, and the level of staff supervision required to ensure institutional security and public safety: Maximum Custody, Close Custody, Medium A Custody, Medium B Custody, Minimum A Custody, Minimum B Custody, (1) Maximum Custody. (A) Housing shall be in cells in an approved segregated program housing unit as described in CCR section 3335 and CCR subsections 3341.5(b) and 3341.5(c).
